

WAWF INVOICING GUIDANCE

To Avoid Payment Office Rejects

MOCAS Pay Offices Only

There has been a tremendous increase in the number of invoices submitted via the Wide Area Workflow system which are rejected by the payment office.

The common Reject Reason Codes are identified below, along with guidance as to how to prevent this error from occurring.

| E Code | Description | WAWF Comments/Guidance |
|--------|---|---|
| - | - | - |
| 03A | Contract Number on Invoices is Missing | PIIN/SPIIN edits have been added via WAWF version 3.0.9. These edits will ensure that the Contract Number is not less than 13 digits. However, there is no systemic method to validate that the PIIN/SPIIN utilized in WAWF is active in the MOCAS Payment Office's entitlement database. Please ensure that you are typing your Contract Number as it appears on your Contract and/or Modification. |
| 03B | Contract Number on Invoices is Incomplete | |
| 03C | Contract Number on Invoices is Incorrect | |
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| 05A | Duplicate of Paid Shipment Number | WAWF will not accept duplicate Shipment and/or Invoice Numbers. However, there is no systemic method to validate that the Shipment and/or Invoice Number utilized in WAWF was not previously manually input into the MOCAS Payment Office's entitlement database. When submitting an electronic document via WAWF, please ensure that the Shipment and/or Invoice Number were not previously utilized against this PIIN/SPIIN for which you are billing. |
| 05B | Duplicate of Shipment Number | |
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| 06A | Shipment Number Missing or Incorrect | WAWF requires input of a shipment number for all Commercial Invoices, and will generate one for all Finance Documents. Please ensure that the Shipment Number utilized in WAWF meets the requirements established for submission via the MOCAS Payment Office. Note: an often repeated error is when an 'I' or 'O' is utilized as the 4th digit in the Shipment Number. (MOCAS will not accept the 'I' nor 'O' in this position. |
| 06B | Shipment Number Missing/Incorrect - BVN | |
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| 10A | Item Number is Missing | Existing WAWF edits require input of CLIN and/or ACRN dependent upon the document type. However, there is no systemic method to validate that the CLIN is active in the MOCAS Payment Office's entitlement database. Please ensure that the Item Number utilized in WAWF is entered as it appears on your Contract and/or Modification. |
| 10B | Item Number is Incorrect | |
| | | |
| 10C | Invoice and DD250 Do Not Match | Utilization of the COMBO will prevent this error. In addition, if submitted via WAWF as separate documents, one document must be created from the original, or WAWF will reject it as a duplicate. If your Receiving Activity is not Active in WAWF, or you utilize a Manual DD250 (Material Acceptance and Receiving Report), please ensure that the data entered on the hard copy document is the same data entered on the electronic WAWF invoice. |
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| <u>E Code</u> | <u>Description</u> | <u>WAWF Comments/Guidance</u> |
|---------------|--|--|
| 11C | Item Information Missing/Incorrect | WAWF requires input of specific data for all CLINs. However, as all fields may not be applicable to all CLINs, edits cannot require completion of all fields. In addition, there is no systemic method to validate the CLIN data against MOCAS Payment Office's entitlement database. Please ensure that all data is entered for the Item Number as it appears on your Contract and/or Modification. |
| 11D | ACRN Information is Missing/Incorrect | WAWF requires input of a specific data for all ACRNs. However, there is no systemic method to validate the ACRN data against MOCAS Payment Office's entitlement database. Please ensure that the ACRN is entered as it appears on your Contract and/or Modification. |
| 12A | Distribution Not Made to CAO Terminal | Utilization of the COMBO will prevent this error. However if a manual DD250 Receiving Report is utilized, please ensure timely distribution to the approving official. |
| 12B | Acceptance Point Needs Correction | There is no systemic method to validate that the Acceptor utilized in WAWF is active in the MOCAS Payment Office's entitlement database. Please ensure that you are typing your Acceptor, Ship To, DCAA Auditor and/or DCMA DoDAAC as it appears on your Contract and/or Modification. |
| 12C | Item Number Needs Correction | There is no systemic method to validate that the CLIN is active in the MOCAS Payment Office's entitlement database. Please ensure that the Item Number utilized in WAWF is entered as it appears on your Contract and/or Modification. |
| 12D | Shipped Without Government Source Acceptance | Source acceptance must be received before WAWF will reflect the Commercial Invoice as processed in the Payment Office folder. Please ensure that you are citing the correct Acceptance Point as identified on your Contract and/or Modification. |
| 12E | Blocks 15-19 Corrections Require QA Verification | Acceptors will not usually Reject the Receiving Report via WAWF. As a result, a corrected DD250 will only be received via WAWF, when the original was submitted manually. There is no online validation against MOCAS's manually submitted documents. Please ensure that all corrections are submitted to the appropriate offices for approval. |
| 18A | Duplicate of an Unpaid Invoice | WAWF will not accept duplicate Shipment and/or Invoice Numbers. However, there is no systemic method to validate that the Shipment and/or Invoice Number utilized in WAWF was not previously manually input into the MOCAS Payment Office's entitlement database. When submitting an electronic document via WAWF, please ensure that the Shipment and/or Invoice Number were not previously utilized against this PIIN/SPIIN for which you are billing. |

